

Phoenix Program
Process Definition – LABOR DISTRIBUTION

Process	<i>Balance payroll data to Labor proof report</i>
Process Number	<i>LD – 002</i>

Description of Process

This process verifies that all data transferred in the interface from payroll to the Labor system was received.

Input to Process

Payroll register summarized earnings and deduction codes totals report
Labor System Control Totals report.

Output of Process

Verification that all data transferred from payroll to Labor was received.

Service Level Agreement Required? (if yes, provide a brief description)

NO

PeopleSoft Panel Groups being Used

Function	Panel Group
N/A	

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<u>Step 1:</u> Compare individual totals of earnings and deduction codes on the two source reports and identify any differences or omissions.	Agency
<u>Step 2:</u> Compare summary totals of the component parts on the two source reports and identify any differences or omissions.	Agency
<u>Step 3</u> Notify Financial System Solutions of any differences or omissions that are not standard.	Agency

Forms Used with Process (#)

**Attach sample form(s)

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested